



Administrative	
Policy Name:	Councils, Committees & Student Organizations
Policy Number:	LC-3109
Date Adopted:	10/10/2010
Version:	6.0
Reviewed Cycle:	Biennially
Date Last Reviewed:	04/16/2025
Office Responsible:	President's Office
Reviewing Committee:	Leadership
Related Policies:	1404 Student Life Plan
Related Laws:	NA

Policy Summary:

All standing or appointed councils, task forces, committees, workgroups, and student led organizations shall operate in accordance with Jackson College's (JC) values, beliefs policies and procedures; and shall serve to support the College's strategic direction, mission, vision, values and statement of beliefs. This policy outlines the expectations for approval of an organized body. All such groups must be approved, and annually renewed, by the College's Leadership Council or Academic Council.

Scope:

This policy applies to all sanctioned councils, committees, task forces, workgroups, clubs, and student organizations, hereinafter, 'committee(s)' of the College.

Policy Statement:

Institutional planning, performance monitoring and decision making shall be conducted in a clear and efficient manner. When these efforts are delegated to a council and/or committee, etc., a specific charter shall be adopted and approved by the Leadership Council or Academic Council. The charter shall authorize the purpose, scope, authority, membership, and structure of the committee. All other groups, not chartered, are not sanctioned by the College, and therefore will receive no support by the College, though such groups must still remain compliant with law, federal directives, and the College's principles and policies.

The authority and scope of a committee shall not exceed the authority and/or scope of the President of the College. The formation of a committee is at the discretion of the President. As the sole employee of the Board of Trustees, the President has full accountability and authority for actions and decisions of the institution (excluding those that require Board approval under Policy Governance). When possible, the President shall seek to build consensus and supports collegial problem solving.

Committee appointment and membership shall be made by the President (or his designee) or be delegated to the Committee Chair(s). The membership process shall be defined by procedures and strives to establish appropriate and broad representation, accountability,



effective communication, and input.

The President may delegate authority for formation of student groups/organizations to the Chief Student Services Officer. All new student groups/organizations shall meet specific guidelines set forth by law, federal directives, and the Student Government Association, and must apply for official recognition before becoming an officially sanctioned campus organization. The Chief Student Services Officer shall assure that appropriate procedures and guidelines exist to provide support and effective oversight of student lead groups.

Definitions and Hierarchy of Authority:

1. **Leadership Council and Academic Council:** The highest authorities of College and Academic Operations respectively, short of College President. Further, the President reserves the right to approve, modify, or decline recommendations of either Council. The Leadership Council serves as the internal coordinating operational management group of the College. The Academic Council serves as the internal coordinating academic management group of the College.
2. **Instructional Quality Committees:** Organized and standing bodies of the College that serve to monitor system/process effectiveness, recommend system/process Improvement or change, share information and exchange ideas all focused on the academic integrity of the institution and faculty. Committees are accountable to the Academic Council.
3. **Operational Quality Committees:** Organized and standing bodies of the College, made up of Leadership Council members, that serve to manage specific goals of the Strategic Agenda.
4. **Committees (Standing):** Standing committees are tasked with carrying out the functions of the College. Standing Committees report directly to the Leadership Council or Academic Council. Standing committees may be directed by their managing council to study, review, and make recommendations regarding issues related to their committee charge. Standing committees are also empowered to identify, study, review, and make recommendations regarding issues related to their charge and bring them to the attention of the Leadership Council or Academic Council.
5. **Task Forces/Workgroups/ad hoc committees:** A task force is principally charged with a specific assignment or project and is intended to produce a particular output, and the group is concluded. The Task Force/Workgroup could exist for months or years.
6. **Student Government Association (SGA):** The Student Government Association represents all Jackson College students and its leadership serves as official representatives of the student body in matters needing joint student, faculty or administration consideration. The Student Government Association allocates funds to student organizations and sets appropriate standards and guidelines to ensure that the activities of all organizations adhere to college policy and its mission. Reference College policy 1404 Student Life Plan or contact the Chief Student Services Officer to learn more about Student Government Association and its election process.

**Change Log:**

<u>Date Of Change</u>	<u>Description of Change</u>	<u>Responsible Party</u>
12.07.2011	Revise to add Integrity Committee definition and other minor edits	N. Miller
1.17.2012	Update to clarify approval for council/committee formation and to include student organizations	N. Miller
5.30.2013	Biennial review; minor corrections to titles and format	N. Miller
6.7.17	Bi Annual review	Chief of Staff
4.22.20	Normal Review	Chief of Staff
3.1.23	Normal Review	President & CEO
4.16.25	Regular Review – edits throughout to update College leadership structure, define student government, and accommodate federal directives.	President & CEO